

## **Madison County Electoral Board**

### **Minutes of the September 3, 2019 Meeting- DRAFT**

**Attendees:** Electoral Board Members, Mark Farmer (Chair), Susanna Spencer (Vice Chair), Bonita Burr (Secretary), General Registrar Lauren Eanes, Max Lacey of the Criglersville Historical Society and Jim Smith Madison Republican Party Chair

Chair Mark Farmer called the meeting to order at 4 pm

The Electoral Board (EB) approved the agenda.

The Minutes of the August 16 EB meeting were read and approved.

### **Preparation of new Criglersville Polling Place – Max Lacey**

Mr. Lacey said he would look into the possibility of installing the toilet facility by November. A list of other items that need to be done before election was made. We will revisit the location in October with the polling place officials to preview set up.

### **November General Election Planning**

**Key dates** were reviewed and agreed upon. A letter will be sent to the Election Officials in the next week with this information.

September 18, 2019	CAP L & A Testing – 3pm
October 10, 2019	New Election Official training
October 15, 2019	Election official training
October 17, 2019	Election Official training
October 21, 2019	Election Official training
October 21, 2019	L & A Testing -performed by election officials – 4pm

**Training** will include write -in campaign guidelines for election officials, voter assistance for write-in votes, how to accommodate observers, review of the correct voter check-in protocols.

### **Publicity**

The GR will create 2 mandated newspaper advertisements and will try to include all of the key dates and the new Criglersville Precinct information. The EB would like the first ad to appear prior to the start of AB and the 2<sup>nd</sup> on October 17. The GR will check with ELECT to see if we are allowed to do it this way.

The EB will advertise Absentee voting and Voter Registration dates in the Notices section of the newspaper.

Precinct issues were not discussed but will be covered at the training sessions with election officials.

### **New Election Officials**

9 new election officials were appointed by the EB. Paperwork will be sent out in the next week. Katherine Rakowski, Emily Graeser, Margaret Douglas, Wayne Wells, Teresa Carpenter, Karen Coppage, Billie Clark, Christina Jenkins, Kristina Krumholz.

**Write-in campaign-** general information and guidelines will be prepared by the Department of Elections. The Canvass is a public meeting. The EB and GR will prepare the materials for the write-in Canvass process. The total of write-in submissions is announced on the election night results page as required by the Department of Elections. The Canvass of write-ins will begin the next day.

### **General Registrar (GR) report/issues**

Polling place change requirements. The GR will submit the Ordinance to the Dept of Elections and will follow up to ensure it is approved before September 6. Once approved, new voter cards will be sent out.

Request to review the “undervote” on scanners. Currently the Madison County voting machines are not programmed to react to undervoted ballots. After discussion, the EB voted to re-program the scanners to react to the undervoted ballot. **Revision.** Upon further investigation the GR learned that this cannot be done for this election because it is too late and it would be very expensive. In addition, the GR informed us of how other localities operate and the general consensus is that it is not a practical move. Therefore, the Madison EB will reconsider its decision at the next meeting.

A High school Page Program has been initiated by the GR; we hope to have some students sign up in October.

**Ballot handling procedures,** The GR will document every step of the ballot handling process in this election so that we can become familiar with it and review it for maximum security. Precinct Chiefs will be given guidance as to where and how to store unopened ballots during election day.

**Election night procedures for EB and GR, pre-canvass.** The EB agreed that it was a good idea to perform a pre-canvass on election night to make sure all paperwork is turned in and signed. This will avoid calling people in during the canvass. We will prepare a short check list so all EB members can do this.

**Emergency polling location change** – Our agreement with the Fire Department is currently in place so we will table this discussion until 2020.

**The CAP Central Absentee Precinct** was discussed. Currently the CAP is in need of an additional election official and all CAP officials need additional training. The GR, former CAP Chief, will help to prepare a check-list of CAP election day activities, will train and will assist the CAP closure on Election Day as much as possible.

The EB voted to designate the CAP election official hours as follows: CAP election officials will report to the precinct between 12 and 1 on election day (depending on the election) but will be on call all day in case they are needed, possibly to work at another precinct in the morning. They will be paid for a full day.

The meeting was adjourned at 6:20 pm

Bonita Burr, Secretary